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Proposed budget could cost Marshall jobs

Higher education pay raises included in Governor Gaston Caperton's proposed 1994-95 budget could cost some Marshall University employees their jobs, according to MU President J. Wade Gilley.

"While we appreciate the fact the governor wants to implement the second phase of a promised three-year higher education pay raise package, his budget proposal includes only about 25 percent of the money needed to fund the increases," Gilley said. "He has indicated the remainder should come from eliminating vacant positions."

"At Marshall, we have been trimming back since 1991 with the implementation of Operations Streamline I, II and III," Gilley said. "We don't have a lot of vacant positions to cut--and we need to fill those we have."

The governor's proposed budget, now under consideration by

the Legislature, provides for \$1,000 raises for faculty members and \$750 increases for classified staff.

"If the budget is passed in that form, higher education in effect will be receiving a severe budget cut," Gilley said, "and we'll have to consider eliminating not only vacant positions, but some of those that are currently occupied--in addition to possible tuition increases. We will, of course, be working with the Legislature in an effort to avoid that situation."

The governor's budget includes only \$250,000 for the proposed pay increases at Marshall, estimated to cost about \$1 million, according to Vice President for Finance Herbert J. Karlet. If faculty and staff shared the burden of making up the difference equally, 38 positions would have to be removed, he said. If only staff were affected, it would mean the loss of 54 positions. Funding the raises through student fee increases would raise fees between \$45 and \$50 a semester.

The budget proposal also would slice funding of the Marshall School of Medicine by 5 percent, along with that of the state's two other medical schools. That money is earmarked for a new investment pool.

The university faces additional financial problems under the governor's budget proposal. Karlet said it does not provide for anticipated additional costs in funding staff pay increases under the second half of the Mercer Program, an expected increase in the number of faculty promotions, higher Public Employees Insurance contributions, a 25 percent increase in the match for the State Teachers Retirement program, an increase in general liability assessments by the Board of Risk Management, a potential decrease in State Lottery funds allocated to higher education and an increase in summer school costs resulting from the 1993-94 faculty salary increase.

University System Chancellor Charles Manning, appearing before the House Finance Committee, asked that \$15 million be added to the system's budget, including \$8 million for the proposed salary increases.

Henson receives award

Shirley J. Henson, senior administrative aide in the Alumni Affairs Office, has been selected as the Marshall University Employee of the Month for January, according to Bill Burdette, chairman of the selection committee.

Henson has worked for the university for 25 years.

She was nominated for the award by Linda S. Holmes, director of alumni affairs.

In making the nomination, Holmes said, "Shirley possesses the best work ethic I have ever seen. She believes in what she does and in the university and she gives 110 percent at all times. Shirley stays a step ahead of everything she is responsible for and never says it can't be done. She sets up all special functions and handles many of the details."



Henson

"Days of the week or weekends, any time of the day or night, she is there doing whatever is necessary. I often sit back and wonder how this office could run without her. She is a gem of an employee and Marshall University is lucky to have an employee of her caliber."

Henson will receive a plaque and \$100 for being named Employee of the Month and will be eligible for the Employee of the Year Award.

Marshall University President J. Wade Gilley and his wife, Nanna, provided funds through a grant to establish the Employee of the Month and Employee of the Year program.

The program has been designed to recognize outstanding performance by classified and non-classified staff at the university. Awards will be made to MU employees who have exhibited exceptional levels of work performance and displayed high regard and loyalty toward the university and their job responsibilities.

Schmitz grant renewed

Dr. Lawrence R. Schmitz, assistant professor of chemistry at Marshall University, has received a grant of 90 service units on the Cray C90 supercomputer at the Pittsburgh Supercomputing Center.

Schmitz said based on the center's rate for new corporate customers, the grant has a commercial value of \$72,000.

During the last year and a half, Schmitz and graduate student Yi Ren Chen developed a technique for calculating heats of formation of a class of organic compounds called alkenes. This new grant will allow Schmitz and graduate student Rick Adkins to extend the study to include conjugated dienes.

The heats of formation of molecules are important properties
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Schmitz gets grant of supercomputer time

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that allow an understanding of the energy changes in chemical processes, according to Schmitz.

"Many scientists and engineers require this fundamental data," explained Schmitz. "Not surprisingly, there is a fairly massive literature on heats of formation that have been determined experimentally. However, the experimental determination of these data requires considerable time and money and in recent years the amount of funding for experimental work of this type has declined

worldwide.

"Many compounds now exist for which this data is not available. Furthermore, the experimental determination of heats of formation for many compounds is not practical or is impossible using conventional techniques. Therefore, it is highly desirable to have a technique for the calculation of heats of formation that is inexpensive, fast and accurate."

Schmitz and his co-workers have shown that their technique can meet these requirements when applied to simple molecules. The new grant will allow Schmitz and Adkins to see if the technique can be successfully applied to the more complex conjugated systems.

In addition to the Pittsburgh Supercomputing Center, Schmitz said the work has been supported with computing time at the Marshall University Computer Center and the Robert C. Byrd Institute for Flexible Manufacturing Systems.

Schmitz said the grant of supercomputing time is especially important since it allows calculations to be done that would not be practical on smaller computers.

To obtain further details contact Schmitz at the Marshall University Department of Chemistry, 696-3371.

'Trends in Safety' to be focus of conference

"Emerging Trends in Safety" will be the theme of the 12th annual Marshall University Safety Conference which will be held Monday and Tuesday, March 21-22, at the Radisson Hotel in Huntington.

The conference will feature presentations by several internationally known safety experts and Tri-State area safety professionals, according to Dr. Keith E. Barenklau, director of Marshall's Safety Technology Program which is sponsoring the conference.

Safety consultant and author Fred A. Manuele, formerly president of M & M Protection Consultants, will be the conference keynote speaker. Barenklau said another highlight of the program will be a presentation by Herb Burns, corporate risk manager for the Kroger Company.

Marshall's Safety Technology Program, part of the university's College of Education, provides both bachelor's and master's degrees in various safety related areas. Students enrolled in the program participate in the development of the Safety Conference.

To obtain further details about the conference contact the Safety Technology Program Office at Marshall University, 696-4664.

Job fair planned Feb. 9

Approximately 15 government and summer employers are expected to participate in Marshall University's annual Government/Summer Jobs Fair on Wednesday, Feb. 9, from 1 to 4 p.m. in the W. Don Morris Room in Memorial Student Center.

The fair will provide an ideal opportunity for students to meet with employers to discuss potential government positions (full-time and part-time) and summer positions with various agencies and camps, according to Patricia Gallagher, recruiting coordinator in Marshall's Placement Services Center.

Gallagher said participants will include the United States Army, the West Virginia Division of Corrections, the Greater Huntington Parks and Recreation District, several summer camps in North Carolina and South Carolina, the Huntington District Corps of Engineers, the West Virginia Division of Personnel, the West Virginia State Police and other organizations.

To obtain further details contact Gallagher at Marshall University's Placement Center, 696-2371.

Preregistration will not be required to attend the fair.

MU graduate waivers for summer available

Applications for a limited number of graduate student tuition waivers for Marshall University's summer terms will be accepted through Friday, April 8, in the MU Graduate School Office, Old Main Room 113, according to Dr. Leonard J. Deutsch, Graduate School dean.

In line with the West Virginia Board of Trustees Policy Bulletin 49, priority will be given to faculty and staff of the state's colleges and universities and to West Virginia residents. A small number of waivers will be awarded to nonresident students.

Deutsch said academic merit will be the major consideration in awarding waivers, which cover tuition, registration and Higher Education and Faculty Improvement fees. Student Activity fees must be paid by the recipient.

Academic merit will be determined by grade point average and Graduate Record Examination scores. Students must list their GRE scores in order to be eligible for consideration.

Up to three hours of waivers for graduate course work will be awarded to qualified applicants.

Students interested in being considered for a Board of Trustees tuition waiver based on financial need criteria should contact the Graduate School to obtain the proper application procedure. Eligible students may be awarded up to six hours of waivers.

Students who previously held waivers must reapply to be considered for summer term waivers.

Approved waivers can be picked up beginning Tuesday, April 19. Waivers not claimed by Friday, April 29, will be assigned to other qualified applicants.

To obtain further details contact the Marshall University Graduate School, 696-6606.

Marshall academic calendar for 1994-95

FIRST SEMESTER 1994-95

August 22, Monday - August 25, Friday	Registration/Schedule Adjustment
August 27, Saturday, 9 a.m.	Residence Halls Open
August 29, Monday, 8 a.m.	First Day of Classes
August 29, Monday - Sept. 2, Friday	Late Registration and Schedule Adjustment
September 5, Monday	Labor Day Holiday - University Closed
September 6, Tuesday	Guaranteed "W" Withdrawal Period Begins
September 23, Friday	Last Day to Drop 1st 8 Weeks Courses with "W" Grade
September 23, Friday	Application for December Graduation Due in Academic Dean's Office
October 18, Tuesday	Mid-Semester, 1st 8 Weeks Courses End
October 19, Wednesday	2nd 8 Weeks Courses Begin
October 21, Friday	Last Day to Drop Courses with "W" Grade
October 24, Monday - December 9, Friday	"WP" or "WF" Withdrawal Period
October 29, Saturday	Homecoming
October 31 - November 18	Advance Registration for Spring Semester for Currently Enrolled Students
November 2, Wednesday	Student Government Elections
November 11, Friday	Last Day to Drop 2nd 8 Weeks Courses with "W" Grade
November 11, Friday	Last Day to Drop an Individual Class
November 21 - December 9	Advance Registration for Spring Semester Open to All Admitted/Re-Admitted Students
November 22, Tuesday, After Last Class	Thanksgiving Recess Begins
November 23, Wednesday	Classes Dismissed
November 23, Wednesday, Noon	Residence Halls Close
November 24, Thursday	Thanksgiving Holiday - University Closed
November 25, Friday	University Holiday - University Closed
November 27, Sunday, Noon	Residence Halls Open
November 28, Monday	Classes Resume
December 5 - December 9	"Dead Week"
December 9	Last Class Day and Last Day to Completely Withdraw For Fall Semester
December 10, Saturday	Exam Day for Saturday Classes
December 12 - January 3	Advance Registration/Schedule Adjustment for Spring Semester is Suspended
December 12, Monday	Exam Day
December 13, Tuesday	Exam Day
December 14, Wednesday	Study Day - Exams For Wednesday Classes 3 p.m. and After Will Be Held
December 15, Thursday	Exam Day
December 16, Friday	Exam Day - Fall Semester Closes - Official Graduation Date For Fall Semester
December 16, Friday, 6 p.m.	Residence Halls Close
December 19, Monday	Deadline for Submitting Final Set of Grades
December 23, Friday, through January 2, Monday	University Offices Closed
January 3, Tuesday	University Offices Open

SECOND SEMESTER 1994-95

January 3, Tuesday	University Offices Open
January 3, Tuesday - January 6, Friday	Registration/Schedule Adjustment
January 8, Sunday, 9 a.m.	Residence Halls Open
January 9, Monday 8 a.m.	First Day of Classes
January 9, Monday - January 13, Friday	Late Registration and Schedule Adjustment
January 16, Monday	Martin Luther King Jr. Holiday - University Closed
January 17, Tuesday	Guaranteed "W" Withdrawal Period Begins
January 20, Friday	Application for May Graduation Due in Academic Dean's Office
February 3, Friday	Last Day to Drop 1st 8 Weeks Courses with "W" Grade
March 1, Wednesday	Mid-Semester, 1st 8 Weeks Courses End
March 2, Thursday	2nd 8 Weeks Courses Begin
March 3, Friday	Last Day to Drop Regular Semester Courses with "W" Grade
March 3, Friday, 6 p.m.	Residence Halls Close
March 4, Saturday through March 12, Sunday	Spring Vacation - Classes Dismissed
March 6, Monday - April 28, Friday	"WP"/"WF" Withdrawal Period
March 12, Sunday, Noon	Residence Halls Open

(Continued on page 4)

Marshall academic calendar for 1994-95

(Continued from page 3)

March 13, Monday.....	Classes Resume
March 27, Monday - March 31, Friday.....	Advance Registration for Summer Session for Currently Enrolled Students
April 3 through June 9	Advance Registration for Summer Session Open to ALL Admitted/Re-Admitted Students
April 7, Friday.....	Last Day to Drop an Individual Class
April 7, Friday	Last Day to Drop 2nd 8 Weeks Courses With "W" Grade
April 10 - April 28.....	Advance Registration for 1995 Fall Semester for Currently Enrolled Students
April 14, Friday	University Holiday - Classes Dismissed
April 24, Monday - April 28, Friday.....	"Dead Week"
April 28, Friday	Last Class Day and Last Day to Completely Withdraw for Spring Semester
April 29, Saturday	Exam Day for Saturday Classes
May 1 - May 30	Advance Registration/Schedule Adjustment for Fall Semester is Suspended
May 1, Monday.....	Exam Day
May 2, Tuesday.....	Exam Day
May 3, Wednesday.....	Study Day - Exams for Wednesday Classes 3 p.m. and After Will Be Held
May 4, Thursday.....	Exam Day
May 5, Friday.....	Exam Day
May 5, Friday, 6 p.m.....	Residence Halls Close (except for graduating students)
May 8, Monday.....	Deadline for Submitting Final Set of Grades
May 13, Saturday, 11 a.m.	158th Commencement Exercises
May 29, Monday.....	Memorial Day Holiday - University Closed
May 30, Tuesday, 8 a.m.	Advance Registration and Schedule Adjustment Resumes for Fall Semester for All Students Except First Time Fall Undergraduates

SUMMER SESSIONS 1995

First Term

June 9, Friday, 8 a.m.-4 p.m.....	Regular Registration
June 11, Sunday, 9 a.m.....	Residence Halls Open
June 12, Monday.....	First day of Classes
June 12, Monday, 8 a.m.-4 p.m.....	Late Registration and Schedule Adjustment closes for 1st Summer Term
June 16, Friday.....	Application for July Graduation Due in Academic Dean's Office
June 30, Friday.....	Last Day to Drop Courses With "W" Grade
July 3, Monday	University Holiday - Classes Dismissed
July 4, Tuesday	Independence Day Holiday - University Closed
July 5, Wednesday - July 13, Thursday.....	"WP" or "WF" Withdrawal Period
July 7, Friday.....	Last Day to Drop An Individual Class
July 13, Thursday.....	Last Class Day - Last Day to Completely Withdraw for 1st Term
July 14, Friday.....	Final Examination Day - 1st Term Ends - Official Graduation Date for 1st Term
July 17, Monday.....	Deadline for Submitting Final Grades

Second Term

July 17, Monday, 8 a.m.-4 p.m.....	Regular Registration
July 18, Tuesday	First Day of Classes
July 18, Tuesday, 8 a.m.-4 p.m.....	Late Registration and Schedule Adjustment closes for 2nd Summer Term
July 21, Friday	Application for August Graduation Due in Academic Dean's Office
August 4, Friday	Last Day to Drop Courses with "W" Grade
August 7, Monday - August 17, Thursday.....	"WP" or "WF" Withdrawal Period
August 11, Friday	Last Day to Drop An Individual Class
August 17, Thursday.....	Last Day of Classes for 2nd Term - Last Day to Completely Withdraw for 2nd Term
August 18, Friday.....	Final Examination Day - 2nd Term Ends - Official Graduation Date for 2nd Term
August 18, Friday, 6 p.m.....	Residence Halls Close
August 21, Monday.....	Deadline for Submitting Final Grades

Marshall faculty and staff achievements

Dr. MAURICE A. MUFSON, professor and chairman of the Department of Medicine, was an invited speaker at the 1994 Mid-Winter Seminars and West Virginia State Medical Association/West Virginia Chapter-American College of Physicians Scientific Conferences held Jan. 20-23 in Morgantown. He spoke on "Ambulatory Management of Human Immunodeficiency Virus (HIV)." He also chaired the Associates' Program Committee at the West Virginia Chapter-American College of Physicians Scientific Meetings. On Dec. 14-15 in Charlotte, N.C., MUFSON represented the Association of Professors of Medicine (an organization of 126 chairs of departments of medicine of U.S. medical schools) at the meeting of the Interdisciplinary Generalist Curriculum project of the Primary Care Organizations Consortium, which undertakes various initiatives to foster the selection of generalist careers by medical school graduates.

Dr. GARY O. RANKIN and Dr. MONICA A. VALENTOVIC of the Department of Pharmacology at the Marshall University

Applications being accepted for scholarship

Applications are being accepted from students who wish to apply for the Larry Bruce Memorial Scholarship, according to Dr. Clair W. Matz, professor in Marshall University's Department of Political Science.

The scholarship was created to perpetuate the spirit and ideals of Larry Bruce Jr., former president of the U.S. Committee for UNICEF, who was a native of Huntington and a Marshall alumnus. Bruce died in December 1992.

Matz said the scholarship will be awarded to Marshall University juniors or seniors who in their freshman and sophomore years exhibited an international spirit as evidenced by: an interest in a career in international affairs; humanitarian service, or concern for children in the Third World. Students must have a grade point average of at least 3.0 at the time of application. The scholarship will not be awarded on the basis of financial need.

Applications must be accompanied by an essay (300-500 words) based on research about UNICEF or Larry Bruce or perpetuating his spirit.

The scholarship award is expected to be \$500.

Application forms are available from Matz in the Political Science Department, Smith Hall Room 742. The deadline for returning applications to Matz will be March 15.

Scholarships will be awarded by a committee comprised of the faculty of the Political Science Department and two representatives from the community. Notification of the award will be made by April 29.

To obtain further details contact Matz, 696-2763.

Letter of appreciation

Dear Marshall Faculty and Staff:

Your kindness at this time is more deeply appreciated than any word of thanks can express.

Sincerely,
Bowie Kahle

School of Medicine presented two papers at the fifth North American ISSX (International Society for the Study of Xenobiotics) meeting held Oct. 17-21 at Tucson, Ariz. The papers were: "Comparison of 2- and 4- Substituted-Chloroaniline In Vitro Toxicity Between Male and Female Fischer 344 Rats" co-authored by JOHN G. BALL and DIANNE K. ANESTIS of the Pharmacology Department and "Renal and Hepatic Toxicity Induced by 4-Amino-2,6-Dichlorophenol in Fischer 344 Rats" co-authored by BALL, ANESTIS, PATRICK I. BROWN of the Department of Anatomy and Derek W. Nicoll.

Dr. GARY O. RANKIN and DIANNE K. ANESTIS of the Department of Pharmacology, PATRICK I. BROWN of the Department of Anatomy, and Derek W. Nicoll and Kelly W. Beers formerly of the Department of Pharmacology had a paper titled "Effect of microsomal enzyme modulators on N-(3,5-dichlorophenyl)-2-hydroxysuccinimide (NDHS)- induced nephrotoxicity in the Fischer 344 rat" published in Toxicology (84, 1993, 141-155).

Dr. STEVE SHUKLIAN, associate professor of economics, attended the annual meeting of the Allied Social Science Associations held Jan. 3-6 in Boston. He presented a paper titled "Marx on Financial Instability" to the Union for Radical Political Economics (URPE). He also served as a discussant on two panels. The first was a session on "Issues in the Understanding of Economic Theory" sponsored by URPE. The second was a session on "Social Economics in the Institutional Tradition" sponsored by the Association for Social Economics. While at the meetings, SHUKLIAN was asked to serve on the advisory committee for a new edition of the "Encyclopedic Dictionary of Political Economy" to be published in 1995. The dictionary is being developed under the general editorship of Professor Phillip O'Hara of Curtin University in Perth, Western Australia.

King Scholar selected

Papia Ghosh of Huntington, a student at Barboursville High School, has been awarded the second annual Rev. Martin Luther King Jr. Scholar Award, according to Dr. Betty J. Cleckley, vice president for multicultural and international programs at Marshall University and chair of the Commission on Multiculturalism.

The \$250 cash award is presented annually to the high school student and/or college undergraduate who writes the best formal research paper about the life and times of King or his impact. A plaque with the scholar's name is displayed in Marshall's James E. Morrow Library and the winning paper is permanently housed in the library.

Ghosh's paper was titled "The Life and Influence of Martin Luther King Jr."

Two Marshall University students received special honorable mention awards of \$50 each in this year's competition: Israel G. Spaulding and Sheree Price, both of Huntington.

Cleckley said the purpose of the King Scholar Award is to promote research, writing and understanding about the life and times of King. The award is presented in conjunction with the community's annual Rev. Martin Luther King Jr. Symposium.

The deadline for submitting papers for next year's competition will be Dec. 1.

To obtain further details about the Rev. Martin Luther King Jr. Scholar Award program contact Dr. David Wilkin at Marshall University's Community and Technical College, 696-3646.

Continuing education programs offered

Marshall University's Community and Technical College will sponsor 31 continuing education/community service courses during the spring semester, according to Richard Hensley, director of continuing education at Marshall.

Hensley said classes, the first beginning Feb. 5, will be diverse enough to appeal to a wide variety of needs and interests.

The schedule includes the following:

--"**Introduction to Computers**" on Tuesdays from Feb. 8 through March 15, 5:30 to 7:30 p.m. in Northcott Hall Room 101, \$60.

--"**Introduction to Computers**" on Fridays from April 8 through May 13, 5:30 to 7:30 p.m. in Corbly Hall Room 438, \$60.

--"**Intermediate Computers**" on Tuesdays from March 29 through May 3, 5:30 to 7:30 p.m. in Northcott Hall Room 101, \$60.

--"**Introduction to DOS (Disk Operating System)**" on Mondays from Feb. 14 through March 21, 5:15 to 7:15 p.m. in Northcott Hall Room 101, \$60.

--"**Intermediate DOS**" on Mondays from March 28 through May 2, 5:15 to 7:15 p.m. in Northcott Hall Room 101, \$60.

--"**Autocad**" on Saturdays from Feb. 19 through April 2, 9 to 11 a.m. in Corbly Hall Room 439, \$60.

--"**Introduction to WordPerfect 6.0--DOS**" on Thursdays from Feb. 10 through March 17, 5:30 to 7:30 p.m. in Corbly Hall Room 331, \$66.

--"**Intermediate WordPerfect 6.0--DOS**" on Thursdays from March 31 through May 5, 5:30 to 7:30 p.m. in Corbly Hall Room 331, \$66.

--"**WordPerfect (6.0--DOS) Graphics**" on Thursdays from May 19 through June 23, 6:30 to 8:30 p.m. in Corbly Hall Room 438, \$66.

--"**Introduction to Lotus 1-2-3**" on Thursdays from Feb. 10 through March 17, 6:30 to 8:30 p.m. in Corbly Hall Room 438, \$60.

--"**Intermediate Lotus 1-2-3**" on Thursdays from April 7 through May 12, 6:30 to 8:30 p.m. in Corbly Hall Room 438, \$60.

--"**Desktop Publishing--Aldus Pagemaker**" on Fridays from Feb. 11 through March 18, 5:30 to 7:30 p.m. in Corbly Hall Room 438, \$60.

--"**Introduction to WordPerfect**" on Fridays from Feb. 11 through March 18, 5:30 to 7:30 p.m. in Corbly Hall Room 437, \$60.

--"**Intermediate WordPerfect**" on Fridays from April 8 through May 13, 5:30 to 7:30 p.m. in Corbly Hall Room 437, \$60.

University Theatre to present 'Radio Hour'

The Marshall University Theatre Department will present "The 1940s Radio Hour" Feb. 16, 17, 18 and 19 at 8 p.m. and Feb. 20 at 2 p.m. in the Joan C. Edwards Playhouse in the Fine and Performing Arts Center.

Written by Walton Jones with music by various artists, the play recreates a live broadcast of The Mutual Manhattan Variety Cavalcade from the Algonquin Room of the Hotel Astor. It features various tunes from the World War II era.

To obtain further details and ticket information contact the Marshall University Theatre Box Office, 696-2787.

--"**Introduction to WordPerfect/Windows**" on Tuesdays from Feb. 8 through March 15, 5:30 to 7:30 p.m. in Corbly Hall Room 331, \$66.

--"**Intermediate WordPerfect/Windows**" on Tuesdays from March 29 through May 3, 5:30 to 7:30 p.m. in Corbly Hall Room 331, \$66.

--"**Basic Upholstery**" on Tuesdays from Feb. 8 through March 29, 6 to 9 p.m. in the Sorrel Annex on 20th Street, \$89 (plus materials).

--"**The Adult Student: Overcoming Back to College Anxiety**" on Wednesdays from Feb. 16 through March 23, 5:30 to 7:30 p.m. in Smith Hall Room 108, \$48.

--"**Basic Writing Skills**" on Mondays from Feb. 14 through March 21, 5:30 to 7:30 p.m. in Smith Hall Room 113, \$48.

--"**Writing Film Scripts**" on Mondays from Feb. 14 through April 4, 6 to 8 p.m. in Harris Hall Room 136, \$90 (includes textbook and handouts).

--"**Life Journey Journaling**" on Wednesdays from April 6 through May 25, 5:30 to 7:30 p.m. in Smith Hall Room 227, \$72 (plus textbook).

--"**ICD-9 & CPT4 Coding (Medical Record Technology)**" on Tuesdays from Feb. 15 through March 22, 6 to 7:30 p.m. in Smith Hall Room 513, \$75.

--"**Medical Terminology**" on Saturdays from Feb. 5 through Feb. 26, 9 a.m. to noon in the Community and Technical College Building Room 135, \$54.

--"**Medical Terminology**" on Tuesdays from March 8 through April 12, 5:15 to 7:15 p.m. in Harris Hall Room 447, \$54.

--"**Conversational Spanish**" on Wednesdays from Feb. 9 through March 30, 6 to 8 p.m. in Harris Hall Room 447, \$72 (plus textbook).

--"**Conversational French**" on Fridays from Feb. 11 through March 18, 5:30 to 7:30 p.m. in Smith Hall Room 108, \$54.

--"**Keyboarding (Beginning Typing)**" on Fridays from Feb. 18 through April 22, 5:15 to 6:45 p.m. in Corbly Hall Room 433, \$60.

--"**Superwrite (shorthand)**" on Tuesdays from Feb. 15 through March 22, 5:30 to 7 p.m. in Smith Hall Room 335, \$48.

--"**Human Resource Management**" on Tuesdays and Thursdays from March 1 through March 10, 6 to 8:30 p.m. in Smith Hall Room 409, \$60.

--"**Time Management**" on Tuesdays and Thursdays from Feb. 8 through Feb. 17, 6 to 8:30 p.m. in Smith Hall Room 437, \$60.

--"**Basic Bookkeeping**" on Thursdays from Feb. 10 through March 24, 6 to 8 p.m. in Harris Hall Room 448, \$60.

There will be a 10 percent discount for persons enrolling in more than one course, companies or organizations enrolling three or more employees in any one class, senior citizens (age 60 or older), and Marshall University employees.

The Continuing Education Office does have some funds available through a training and development grant from the MU Foundation which can be used to pay the costs for certain continuing education courses.

Enrollment will be limited. Continuing education units will be awarded for participation in the courses. Temporary parking permits are available for \$1 per week through the MU Parking Office.

To register or obtain further details about the programs contact the Marshall University Community and Technical College Division of Continuing Education, 696-3113.